



ARIZONA AIHA LOCAL SECTION OFFICERS

Meeting Agenda

September 13th, 2022, 12:00 – 1:00 p.m.

Zoom Meeting

https://us02web.zoom.us/j/81678022090?pwd=UHhKTkJsRGdkRnpJRTVLM015bEVrQT09

Meeting ID: 874 9721 7027

Passcode: 338528

Officers Attendance:

	Present		Present
Dylan Staack - President.		Sheila Gwizdak -Treasurer - Elect	x
Cary Gherman – Past President	x	Christina Collins-Treasurer	x
Dee Huddleston – President-Elect		Robin Steiner– 2 nd Year Director	x
Krysta Myers -Secretary	x	Eric Lyding – 1 st Year Director	
Sharon Shindel – Secretary - Elect		Student Section Representative	
		Sam Sneed - U of A	x

- 1) Welcome 12:12 PM opening meeting.
- 2) Approval of previous meeting minutes
Ms Collins motioned, Mr Gherman seconded, minutes approved.
- 3) Routine Business
 - Treasury Report-

	Last Month	Current Month
Wells Fargo	\$13,684.21*	\$13,709.67
Paypal	\$899.99	\$922.50

*\$8475 proceeds received for Health and Safety Summit. Issue with wording and numbers on check not matching. Mr. Staack will reach out to ASSP and have them mail a new check to Ms. Collins.

- 4) Programming/PDC/Webinars – (1st Year Director –Robyn Steiner/ Eric Lyding)
 - August – Nothing scheduled
 - September 30th- at SRP, in person only. Ethics training, Dr. Affolter, and the annual meeting. Currently at 21 people
 - October- none
 - November-need→ potential to have a virtual/hybrid option
 - December-none
 - January- Holiday event

*moving forward discussion on every other month having an in-person/hybrid PDC
 *November and on we will offer sponsorship at reasonable price
 -need permission/approval from Aaron B



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- **Future PDCs:**
 - Stephanie Caler- Gas Monitoring - virtual
 - Jake Nurre (Noise/ Hearing Conservation)- need to understand if he is in Phoenix/AZ or can only do virtual
 - Noise Damping in the near future (Mr. Staack/Ms. Collins) -Jeff Komrower (Noise Control Engineering)
 - Jenna Honan – U of A – Progress on research

- 5) **AZ AIHA Outreach Committee - (2nd Year Director –Robyn Steiner/ Eric Lyding)**
 - Ms. Steiner reaching out to Laine Seaton regarding Arizona Science Center STEM programs

- 6) **New Business/Roundtable**
 - **2023 AIHCe/Phoenix (Dylan & Sub-committee)**
 - Mr. Staack, Ms. Huddleston and Mr. Baldwin are leading the sub-committee moving forward on a biweekly basis.
 - Committee members met last week and identified sub team members. Identified Dr. Carmona as local dignitary and Mr. Staack and Mr. Ochs will meet with Dr. Carmona next week to discuss speaking at AIHCe..
 - (1) Dr. Carmona rejected the opportunity. Not enough time. We are looking into other local dignitary's.
 - Team also met with Ben from AIHA on filming a 6 minute promotional video. Shooting locations in Downtown Phoenix need to be identified by August 18th to AIHA. We need to identify a minimum of 3 IHS to be in the video.
 - Motion to approve \$1000 spend for Ben to complete video. All in favor
 - October 24th is the shoot for National
 - We are getting good feedback from National about our participation and engagement so far.
 - Will need volunteers from AIHA local section and student members during conference.
 - Tour venues in progress. Mr. Staack has vendor that will donate PPE for tours.
 - Mr. Staack will email U of A faculty reminding them of AIHCe conference and opportunities for student presentations/posters, networking and volunteer options. Request for U of A to support attendance.
 - (1) Option for local section to provide funding for students to attend and volunteer.
 - Brochure is in progress – please add your recommendations to the document on drop box. Ms. Shindel to verify due date with AIHA.
 - Mr. G to escalate the concerns around volunteers having to pay
 - Student scholarship
 - Will send an email update to the group after the next AIHCe planning meeting

- 7) **To do list:**
 - Moving Board meetings to Tuesdays at 12-1 starting in September. Ms. Myers to resend out zoom calendar with new board members.
 - **In person board meetings** – goal is to have in person quarterly meetings, at conference rooms (helps accomplish more) with catered lunch. Option is to meet at SRP or at Warner/Kyrene Atlas Technical conference room – Ms. Steiner. Ms. Steiner to confirm the room is available for board meeting.
 - K. Myers to create a draft calendar event for 2022-2023. November to be in person for Q4
 - **S. Shindel** update pictures and bios for new board members (Ms. Gwizdak, Mr. Sneed, Mr. Lyding, Ms. Huddleston)
 - **Mr. Staack** reached out to U of A professors to engage with local section, waiting to hear back. Update?
 - **UA will have us for seminar**; we need to create a presentation on why joining AIHA/other professional groups is advantageous for students. They have grant money to fund students for the conference.



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- **Mr. Staak** November PDC- Stephanie or Jake?
 - **Neither are local.** Need everyone to identify potential speakers.
- **Mr. Staak** Send Business Plan to Regional Director and National
- **Mr. Staak** New officer orientation to train on responsibilities and business plan, Constant Contact
- **Mr. Sneed** to coordinate best timing for Tucson PDC, timing of end of March/early April is preferred
- **Mr. Staack** to pay for lunch for September 30 meeting, Ms. Collins to reimburse
- **Ms. Collins** to work work Mr. Brue regarding speaker payment
- **Team-** Holiday event planning. Locations etc

Business Plan: (Updated 11/10/2021)

Month	Task	Person(s) Assigned
January	BoD meeting	President
	Holiday Party	Program Committee / President-Elect
	AZ Membership Invoice	Treasurer
	Update Constant Contact Email list/ Review contact information based on National provided data and make any updates (as needed throughout the year)	Treasurer
February	BoD meeting	President
	Clean-up the Constant Contact list and reach out to National Arizona members who have not joined the local section	Secretary
March	BoD meeting	President
April	BoD meeting	President
	File with Az Corp Commission	Treasurer
	AIHA/ASSP – Host AZ Safety & Health Summit	Board
May	BoD meeting	President
	File 990-N with IRS	Treasurer
	Arrange Ethics Training	Board
June	BoD meeting	President
	File Group Exemption with AIHA	Treasurer
	Joint AIHA/ASSE Social	Board
	Send out Officer Elections Ballot	Past President
July	BoD meeting	President
August	BoD meeting	President
	Planning for Tucson ½ day PDC and University Student Career Panel	President/Director
	Annual Calendar Planning meeting	Outgoing Board & Incoming Board
September	Annual Meeting, Webinar	Program Committee / President-Elect
	Intro Incoming Officers	President
	Update Website with new Board Members	Director
	Send Incoming Officer List to the Regional Director and AIHA National	President
	Safety Summit Kick Off meeting (moving to spring 2023)	Board
October	BoD meeting	President
	Send Business Plan to Regional Director and National	President
	New officer orientation to train on responsibilities and business plan, Constant Contact	President
	Constant Contact Survey (As needed)	President
November	BoD meeting	President
	Bylaws review	President
	Holiday event planning	Board
	Determine if we want to purchase webinar subscription for next year	Board
	Designate AIHA Leadership Training Attendee	Board
	UofA Student Outreach – Career Panel	Board
	Tucson PDC	Board



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	Create the membership renewal event and schedule it to send out in January	Treasurer
	PO Box Renewal	Treasurer
	Solicit Board of Director candidates	
December	BoD meeting	President
	Renew Constant Contact	Treasurer
	Renew Mini-Subscription to AIHA Webinars (if board decided to subscribe next year)	Treasurer